

**DHS Human Resource Management System  
Senior Review Advisory Committee (SRC)  
Friday, July 25, 2003, 8:30 am – 1:00 pm  
Meeting Minutes**

**Location**

Radisson Barcelo Hotel, Phillips Room  
2121 P Street, NW, Washington, DC 20037

**Senior Review Advisory Committee Members**

Members from the Department of Homeland Security:

Janet Hale, *Undersecretary for Management*  
Robert Bonner, *Commissioner of Customs and Border Protection*  
James Loy, *Director, Transportation Security Administration*  
Eduardo Aguirre, *Director of the Bureau of Citizenship and Immigration Services*  
Michael Dorsey, *Chief of Administrative Services*  
Ralph Basham, *Director, United States Secret Service*

Members from the Office of Personnel Management:

Steve Cohen, *Senior Advisor for Homeland Security*  
Doris Hauser, *Senior Policy Advisor to the Director and Chief Human Capital Officer*  
Ron Sanders, *Associate Director, Division for Strategic Human Resources Policy*  
Marta Perez, *Associate Director, Division for Human Capital Leadership and Merit System Accountability*

Members from Unions:

Bobby Harnage, *President, American Federation of Government Employees*  
Colleen Kelley, *President, National Treasury Employees Union*  
Michael Randall, *President, National Association of Agricultural Employees*

Advisors:

Bernard Rosen  
Maurice McTigue, *Visiting Scholar, Mercatus Center, George Mason University*  
Pete Smith, *President and Chief Executive, Private Sector Council*

**Meeting Minutes**

Welcome and Introductions:

Melissa Allen, the Designated Federal Official, began the meeting by reading the FACA statement and introducing the Senior Review Advisory Committee (SRC) co-chairs, Janet Hale and Steve Cohen. SRC members introduced themselves.

#### Research Strategy/Status:

Kay Frances Dolan and Melissa Allen presented a synopsis of findings from the focus groups of DHS employees conducted by the Design Team (attached). Colleen Newth and Mike Greenberg discussed the methodology the Design Team followed in conducting their research into current human resource management practices in other organizations (see attached list of research contacts).

#### Guiding Principles:

Don Winstead and Terry Rosen discussed the guiding principles (attached), including how they are defined and how they were developed. Bobby Harnage presented a proposed amendment to the guiding principles (attached). The SRC approved the guiding principles and asked the Design Team to review the proposed amendment to the guiding principles and submit a final recommendation to the SRC.

#### Options Development:

Jeff Sumberg and Steve Keller discussed the goal of the Design Team — to develop a wide range of options of potential human resource management systems for consideration by the SRC. They discussed the major areas the Design Team will look at: pay, classification, performance management, labor relations, adverse actions, and appeals. They also discussed the major elements within each area that will be looked at (attached), and presented a sample template illustrating the format that will be used in creating the options (attached). The SRC approved the options template.

#### Public Comment:

The following individuals addressed the SRC: Tom McFee, National Academy of Public Administration; Joe Swerdzewski, FPMI; and George Nesterchuk, Nesterchuk and Associates.

#### Concluding Remarks:

SRC members provided closing statements. Janet Hale and Steve Cohen commended the Design Team and thanked them for their hard work and dedication.

#### **Attachments**

DHS/OPM HRMS Design Team Research Contacts  
Guiding Principles in Developing Options by the DHS Human Resources Management Systems Design Team  
Proposed Amendments to Guiding Principles Draft  
Preliminary Focus Group Synopsis  
Pay, Performance, and Classification Team System Elements  
Labor and Employee Relations Team System Elements  
General Schedule Option (Draft — for illustrative purposes only)